

CURRICULUM VITAE

JESCA SHEDDY MAURICE

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PERSONAL INFORMATION

DATE OF BIRTH : 13 April 2002
NATIONALITY : Tanzanian
GENDER : Female
MARITAL STATUS : Single

PERSONAL PROFILE

- ❖ I am a people oriented professional who enjoys building strong relationships and delivering excellent customer services.
- ❖ I am skilled in communication, relationship management and marketing strategies, with a focus on creating positive customer experiences.
- ❖ I am adaptable, a quick learner and always eager to grow, take on new challenges and make a meaningful impact.

CAREER OBJECTIVE

- ❖ To become very successfully in marketing carrier

ABILITIES

- ❖ Creative, innovative and good learning abilities.
- ❖ Able to communicate openly with people of different background.
- ❖ Ability to work in a team under minimum supervision and to work in a dynamic environment.
- ❖ Able to work under pressure.

ACADEMIC QUALIFICATION

Course Attended	Duration	Institution	Awarded
Bachelor of Commerce in Marketing	Nov 2021 - Nov 2024	University of Dar-es-salaam	Bachelor of Commerce in Marketing
Advanced Level Secondary Education	March 2019 - May 2021	St. Joseph's Cathedral High School	Advanced Certificate of Secondary Education
Ordinary Level Secondary Education	Jan 2015 - Nov 2018	Mother Theresa of Calcutta Girl's Secondary School	Certificate of Secondary School Education

WORKING EXPERIENCE

❖ Oct 2024 – Feb 2025

Assistant Administrator at Hekima Youth Development and Empowering Centre.

Position: Assistant Administration Officer, with the following duties performed;

- Assisted in managing the daily administrative operations including filing, documentation and correspondence.
- Maintained accurate records of students, staff and training programs.
- Assisted in organizing staff meetings, training sessions and official events, prepare agendas and take minutes.
- Coordinate internal communication between departments and serve as a contact point.
- Ensure proper maintenance of the training center's facilities and report any issue that require attention.
- Perform any other duties assigned by the supervisor to support the smooth operation of the center.

❖ July 2023 – Sept 2023

Practical training at Tanzania Telecommunication Company Limited (TTCL) Kariakoo branch.

Position: Customer Service Sales Representative, with the following duties performed;

- Answered incoming customer calls regarding product and services questions, sales inquiries and complaints.
- Provided accurate info about product and services offered by the company.
- Resolved customer services issues in a timely manner.

SKILLS AND VOLUNTEERING.

- ❖ Languages, fluent English and Swahili. Able to with customers in relevance of my communication skills and interaction with all kinds of people.
- ❖ Volunteering on environmental projects especially cleaning the beaches with organizations such as save the coast.
- ❖ Membership of Dar es Salaam University Marketing Association (DUMA).

HOBBIES

Reading books, swimming, Watching Movies and travelling.

REFEREES

Apart from my personal information mentioned in this Curriculum Vitae, Other information with some recommendations may be sought freely from:

- ❖ Miss. Maombi Morris Kakozi.
Economist II The parliament of Tanzania,
Clerk on the national Assembly
Tel (Mobile): +255 766 048 832
Email: maombikakozi16@gmail.com

- ❖ Grace Hubert Assey
Human Resource Manager,
Hekima Youth Development and Empowering Centre,
Tel (Mobile): +255 713 510 022
Email: graceasseytoto@yahoo.com

- ❖ Tausi Ayoub,
Operations manager,
Black Codes Creativity Limited(BCC)
Email: tausi@bccafrika.com
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